FALL ORIENTATION
for 2015 HCEC PROCESS

CORNELL ALUMNI
FOR MATRICULATION IN FALL 2016
This Orientation is for Cornell alumni applying for medical school matriculation in fall 2016.
Overview

This presentation includes:

• The HCEC - Who we are and what we do
• What you will need to do and when
• Timeline and Deadlines
Planning to apply to a school of...

The HCEC is here for you.

*Allopathic Medicine, Osteopathic Medicine, Optometry, Dentistry, Podiatry
The medical school application process requires:

- Preparation
- Planning
- Investigation
- Guidance
- Strategy
- Self-assessment
Am I ready?

The highest likelihood of acceptance into medical school is on the 1st time an applicant applies.

Applicants should apply when they are the most ready.
What exactly is the HCEC?
Health Careers Evaluation Committee

The HCEC staff consists of the:
Committee Chair
HCEC Manager
Records Coordinator
Summer Editors
and...
Health Careers Evaluation Committee

... a group of faculty and administrative staff volunteers who serve as interviewers for one or more undergraduate registrants.
Primary goal of the HCEC:

To prepare a Letter of Evaluation for Cornell juniors, seniors, and alumni who are applying to post-graduate, doctoral-level, degree-granting programs in the human health professions.
Why have a Health Careers Evaluation Committee?
To help medical school admissions offices more efficiently review the large number of applications they receive.

In 2014, there were 49,480 applicants to US medical schools.*

At an average of 14 applications / applicant, over 690,000 applications were submitted.

*www.aamc.org
(Does not include DO, DDS, DP, and some Texas schools.)
The Letter of Evaluation (the HCEC Letter) is often the most heavily weighted qualitative element in the decision to offer a personal interview.
Do I have to use the HCEC?
No, and once 3 or 4 years have passed after graduation, the undergraduate committee letter loses its relevance.

But…
For those alumni who graduated more recently, admissions officers prefer applicants to use their school’s committee if the school has one.
When schools note that a Cornell applicant does not have a committee letter, they may call us to inquire.

They may ask you for an explanation.

This can delay the review process.
Services for Non-Registrants

- Participation in HCEC is optional.
- You may request a “non-registrant letter” which we will provide to you explaining that you simply chose not to use the HCEC.
Cornell’s HCEC

Other undergraduate school evaluation committees reporting higher acceptance rates than Cornell’s, in many cases, have selective criteria for providing their service.

Cornell’s HCEC, however, will write a letter for any eligible applicant. Use of our service is optional.
Eligibility

Cornell alumni who have completed at least 30 letter-graded, undergraduate credit hours at Cornell are eligible to register with the HCEC.
What is the HCEC Letter?
The HCEC Letter Includes:

1. Letter of Evaluation (Prepared by the HCEC)
2. 2 – 3 Letters of Recommendation
3. Cornell Profile Sheet
The Letter of Evaluation (LoE) is a concise, individualized presentation of a candidate’s attributes.

\[ \text{LoE} \neq \text{LoR} \]

The LoE is NOT a letter of recommendation.
The HCEC Letter is positive in tone, providing an overall evaluation of each individual’s unique qualities and attributes.
The LoE interprets your undergraduate experiences in terms of:

- Academic record
- Service, clinical, and other activities (including research)
- Personal background and experiences
Academic achievement is the **BASE**!

High achievement in other endeavors complements but does not trade off or replace the academic record.
For more information and statistics, contact Lauren O’Neil, Director, Health Careers Advising Program or another Health Careers Advisor.

Lauren O’Neil  255-5296
Appointments: 103 Barnes Hall
But we do advise you to consult advisors liberally!

Anything shared with an advisor is private, confidential, and not shared with the HCEC.
Health Careers Advising
Health Careers Advisor

Speak with an advisor about when is the best time to apply.
Please direct advising questions to a Health Careers Advisor:

Cornell Career Services, 103 Barnes Hall
Lauren O’Neil, (607) 255-5296

A&S: Ana Adinolfi, anaadinolfi@cornell.edu

CALS: Cate Thompson, ct30@cornell.edu

HE: Paula Jacobs, pj24@cornell.edu
Verdene Lee, val3@cornell.edu
Cha-Sook You, cy12@cornell.edu

ENG: Beth Howland, bah18@cornell.edu

http://www.career.cornell.edu/paths/health/advisors.cfm
Please direct advising questions to a Health Careers Advisor:

Office of Undergraduate Biology:

Bonnie Comella, bec3@cornell.edu
Wendy Aquadro, gsa8@cornell.edu
Jeff McCaffrey, jm298@cornell.edu
Colleen Kearns, cmk4@cornell.edu

http://www.career.cornell.edu/paths/health/advisors.cfm
Be sure to update your CCNet profile to ensure that you are receiving announcements of upcoming programs and other Health Career-related information and opportunities.

https://cornell-students.experience.com/experience/login
Health Careers Advising

Recorded Sessions

- Interviewing at Health Career Schools
- Interviewing with the HCEC and the Interviewer’s Perspective
- How to Choose Medical/Dental Schools – Student Panel
- Summer Opportunities for Health Career Students
- Career Paths for Health and Medicine Alumni Panel

http://www.career.cornell.edu/resources/media/health.cfm
How does the HCEC evaluation process work?
An HCEC staff writer drafts a letter evaluating your readiness for training towards a medical profession, based on your:

- academic record
- service activities
- clinical exposure
- research experience
- extracurricular activities
The draft letter is edited and formatted.

It then undergoes a final review, to be sure that it is in the most comprehensive form and that it represents you accurately.
How does the HCEC evaluate candidates?
The HCEC interprets your qualities as a candidate based on the information about your experiences provided in your:

- Online registration documents:
  - Background Information Form
  - Personal Statement
- Letters of Recommendation
Qualitative, non-academic factors are an important part of the HCEC evaluation.
The HCEC Letter correlates with the extent of your Cornell experience.

We evaluate alumni up to the submission date of their online registration. Events taking place after registration are not included in the HCEC Letter.
Through your registration documents and interview, explain how your involvement in activities enhances your candidacy.
The HCEC Does **NOT** Evaluate:

- Grades or experiences in spring 2015.
- Activities planned for the summer or beyond.
The HCEC Does **NOT** Evaluate:

- Performance on standardized tests.
- Activities or coursework that took place during high school or on another campus* (although we may refer to these in the HCEC Letter).

*With the exception of off-campus, Cornell-sponsored programs, such as the Urban Semester.
*Note:
In rare situations, the HCEC may estimate that a registrant is not sufficiently prepared to apply during the current cycle.

If so, the HCEC will contact the registrant to discuss this view and present possible options.
At the applicant’s request, the HCEC will still submit the HCEC Letter.

Alternatively, the applicant may choose to put their file “on hold” and register in a subsequent year.
What do medical schools want the HCEC to address?
Core Competencies

The AAMC has developed a list of 15 Core Competencies for entering medical school students. The competencies fall into four categories:

- Interpersonal
- Intrapersonal
- Thinking and Reasoning
- Science

https://www.aamc.org/initiatives/admissionsinitiative/competencies/
Interpersonal Competencies

**Service Orientation**

Demonstrates a desire to help others and a sensitivity to others’ needs and feelings; demonstrates a desire to alleviate others’ distress; recognizes and acts on his/her responsibilities to society; locally, nationally, and globally.
Social Skills

Demonstrates an awareness of others’ needs, goals, feelings, and the ways that social and behavioral cues affect people’s interactions and behaviors; adjusts behaviors appropriately in response to these cues; treats others with respect.
Cultural Competence

Demonstrates knowledge of socio-cultural factors that affect interactions and behaviors; shows an appreciation and respect for multiple dimensions of diversity; recognizes and acts on the obligation to inform one’s own judgment; engages diverse and competing perspectives as a resource for learning, citizenship, and work; recognizes and appropriately addresses bias in themselves and others; interacts effectively with people from diverse backgrounds.
Interpersonal Competencies

Teamwork

Works collaboratively with others to achieve shared goals; shares information and knowledge with others and provides feedback; puts team goals ahead of individual goals.
Oral Communication

Effectively conveys information to others using spoken words and sentences; listens effectively; recognizes potential communication barriers and adjusts approach or clarifies information as needed.
Ethical Responsibility to Self and Others

Behaves in an honest and ethical manner; cultivates personal and academic integrity; adheres to ethical principles and follows rules and procedures; resists peer pressure to engage in unethical behavior and encourages others to behave in honest and ethical ways; develops and demonstrates ethical and moral reasoning.
Intrapersonal Competencies

Reliability and Dependability

Consistently fulfills obligations in a timely and satisfactory manner; takes responsibility for personal actions and performance.
Intrapersonal Competencies

Resilience and Adaptability

Demonstrates tolerance of stressful or changing environments or situations and adapts effectively to them; is persistent, even under difficult situations; recovers from setbacks.
Intrapersonal Competencies

Capacity for Improvement

Sets goals for continuous improvement and for learning new concepts and skills; engages in reflective practice for improvement; solicits and responds appropriately to feedback.
Critical Thinking

Uses logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.
Thinking and Reasoning Competencies

Quantitative Reasoning

Applies quantitative reasoning and appropriate mathematics to describe or explain phenomena in the natural world.
Thinking and Reasoning Competencies

Scientific Inquiry

Applies knowledge of the scientific process to integrate and synthesize information, solve problems and formulate research questions and hypotheses; is facile in the language of the sciences and uses it to participate in the discourse of science and explain how scientific knowledge is discovered and validated.
Thinking and Reasoning Competencies

Written Communication

Effectively conveys information to others using written words and sentences.
Science Competencies

Living Systems

Applies knowledge and skill in the natural sciences to solve problems related to molecular and macro systems including biomolecules, molecules, cells, and organs.
Science Competencies

Human Behavior

Applies knowledge of the self, others, and social systems to solve problems related to the psychological, socio-cultural, and biological factors that influence health and well-being.
What does the HCEC need from me?
The HCEC File

- Registration Parts 1-3  
  (questionnaires, forms, and fees)
- Transcripts
- Letters of Recommendation
- HCEC Checklist  
  (including sending a PDF of your submitted primary medical school application)
Accessing the Online File and Checklist

The HCEC serves Cornellians who apply to health professional schools and who request a university letter of evaluation. The letter of evaluation—which is not a letter of recommendation—is a comprehensive written review of the applicant’s candidacy for the health career of his or her choice. The HCEC prepares the letter of evaluation and appends the applicant’s letters of recommendation to it. The HCEC serves applicants to schools of allopathic and osteopathic medicine, dentistry, optometry, and podiatry.

THE COMPLETE HCEC LETTER INCLUDES:

- The Letter of Evaluation composed by the HCEC
- 2-3 Letters of Recommendation
- A profile sheet describing the Cornell academic experience

Medical school applicants who elect not to use HCEC’s service may request a “non-registrant letter” from the HCEC.

career.cornell.edu/paths/health/medschool/hcec/index.cfm
HCEC registration is an annual service. You must re-register with the HCEC for each application cycle in which you intend to use the HCEC's services.

HCEC registration requires a NetID. If you do not have a NetID, please see the [CIT website](http://www.cit.edu) to learn how to get one, whether or not you are currently on campus.

- [Current HCEC Registration and Online File](#)
- [Historical HCEC Online File for Previous Registrants](#)
Accessing your HCEC Checklist

HCEC Online File

Register/Login to complete your HCEC registration and file.

Your HCEC checklist must be completed through the "file completed" point of the checklist in order for your HCEC letter to be written and released. This is an important method of communication between the HCEC and you. The HCEC and you will each enter information into the HCEC checklist.

Enter your HCEC Registration and Checklist
Use your Checklist as an information resource and a step-by-step guide to assist you with completion of HCEC requirements.

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<td>Application to Human Health Professional Schools</td>
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<td>Checklist Complete and HCEC Letter Release Queue</td>
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Read the Required Readings provided in your Online File.

Check regularly for new Required Readings.
HCEC Process
Three-Part Registration: Part 1

- Registration Intent Questionnaire (RIQ)
- 20 Questions (20Q) (answer in narrative form)

This 20Q form is not sent to the HCEC.

The 20Q is a private, personal working document for self-assessment of readiness to apply. Some responses can be pasted directly into the HCEC Background Information Form (BIF).

The 20Q will become very useful when completing medical school secondary applications.
The 20Q* is a questionnaire designed to provide you with a comprehensive self-assessment of:

- your preparation,
- your readiness for application, and
- the strength of your background as a candidate for any health career.

To discuss your 20Q, contact a Health Careers Advisor.
Registration Part 2

- Background Information Form (BIF)
- Personal Statement (PS)
- Photograph
  (of you, alone, in a professional or neutral setting, file size under 1 MB, named Last_First_PHO.jpg)

Submit Online
BIF
(Background Information Form)

- Categorizes your activities, (e.g. service, clinical, etc.)
- Describes your activities,
- Demonstrate your time commitment, and dedication to the activity,
- Explains how your participation in activities allowed you to develop your core competencies.
Demonstrates your ability to reflect on your life with perspective and to communicate well in a written format.

Illuminates your distinctive background, experience, motivation, and preparation for a medical field.

*For information about or help with composing a PS, contact a Health Careers Advisor*
Registration Part 3

- Registration Agreement Form (RAF)
  Original signed paper copy required.

- Fee payment
  Registration fee is $190.
  Fee waivers are not available to alumni.

Submit by postal mail
Registration Agreement Form (RAF)

Requires signed statements:

- Integrity in the application process
- File retention
- Purpose of the HCEC packet
- Deadline adherence
- Option to waive FERPA right to access

Submit by postal mail
RAF Download

Deadline: January 28, 2015

HEALTH CAREERS EVALUATION COMMITTEE (HCEC)

The HCEC serves Cornellians who apply to health professional schools and who request a university letter of evaluation. The letter of evaluation—which is not a letter of recommendation—is a comprehensive written review of the applicant’s candidacy for the health career of his or her choice. The HCEC prepares the letter of evaluation and appends the applicant’s letters of recommendation to it. The HCEC serves applicants to schools of allopathic and osteopathic medicine, dentistry, optometry, and podiatry.

THE COMPLETE HCEC LETTER INCLUDES:

- The Letter of Evaluation composed by the HCEC
- 2-3 Letters of Recommendation
- A profile sheet describing the Cornell academic experience

HCEC Forms
You must arrange for official transcripts to be sent to HCEC for all non-Cornell undergraduate study completed after high school.

HCEC will retrieve your Cornell transcript.
Check Student Center to verify that your grades and course titles appear on your Cornell transcript. If they do not, you must arrange for transcripts to be sent to HCEC.

Deadline: March 6, 2015
LoRs
(Letters of Recommendation)

- Required: 2-3 LoRs, including at least one from a Cornell-affiliated writer.

- Enter names as soon as recommenders agree to write your LoR. You may change a name until (but not after) we receive that LoR.

- Work with your recommenders to ensure letters are received by the HCEC in a timely manner.
LoRs
(Letters of Recommendation)

*For help selecting and communicating with recommenders, contact Health Careers Advising

Due date: March 6, 2015
When requesting an LoR, please use the LoR Guidelines document found on the HCEC website.

NOTE: This procedure will change after January 9, 2015.
Review your Checklist periodically to make sure that your information is accurate.

Keep your phone number, postal mail, and email address up-to-date. We may need to reach you during the letter review process.
After submitting your application (AMCAS, AADSAS, AACOMAS, etc.) email the HCEC a PDF of your dated, submitted application as proof of your submission.

HCEC Registration Deadline: August 31, 2015
Only after you complete your checklist through “Checklist Complete” will your letter be placed in the HCEC Letter Release Queue.
As you wait, check Facebook and your Online File for updates.

Do not contact the HCEC to ask when your letter will be released. This only slows down the process.

Weekly updates on progress through the Queue

See your letter release date, posted immediately after upload
Once your letter is ready, the HCEC office releases it (along with your 2 – 3 LoRs and a Cornell profile sheet) to Interfolio (and/or AADSAS). A third party document storage and delivery service.
You must then go to Interfolio.com and schedule delivery of your letter to the appropriate receiver (i.e. AMCAS, TMDSAS, etc.).

This does not happen automatically.

*Not applicable to AADSAS uploads.*
Opening an Interfolio Account
After you pay your HCEC Registration Fee, you receive a complimentary Interfolio account, accessible using a code provided in your HCEC Checklist.
Your Interfolio account must be HCEC-coded, or we will be unable to access it and therefore unable to release your HCEC Letter.

If you open an account without the HCEC code, call Interfolio to have them manually connect your account with the HCEC.
You can use this account to upload other credentials, such as LoRs, and distribute them to any legitimate destination.
In your Interfolio account, after your HCEC Letter is released, you must **Schedule Delivery** of your HCEC Letter

**From:** Interfolio

**To:**
Medical School Application Services and Admissions Committees (i.e. AMCAS, ACOMAS, TMDSAS, etc.)
Deadlines
HCEC Registration Timing

Timeliness is very important!

Alumni are not required to adhere to the same deadlines as undergraduates, however, timeliness is an important aspect of the application process.

All HCEC Letters are released, in order, according to the Letter Release Queue.
HCEC Registration Timing

Timeliness is very important!

The HCEC workflow and letter release timing are based on when a registrant’s checklist is complete.

The timing of submission of your HCEC registration materials will influence the timing of your HCEC Letter release.
HCEC Registration Timing

Timeliness is very important!

Alumni letters are released along with undergraduate letters according to each registrant’s position in the Letter Release Queue.

Actual letter release occurs anytime from 4 - 12 weeks after placement in the Letter Release Queue depending on the number of registrants with common queue dates.
HCEC Registration Timing

MD/PhD Applicants

Due to the competitiveness for admission to MD/PhD programs, it is important that applicants submit all materials to HCEC, and submit the AMCAS application, as early as possible.
Alumni wishing to register after the 8/31/15 deadline, must write to the HCEC Chair at hcec@cornell.edu for a waiver to register late (which may be granted or denied).
<table>
<thead>
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<th>HCEC Step</th>
<th>Deadline</th>
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<tr>
<td>Registration Part 1</td>
<td>January 16, 2015</td>
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<tr>
<td>Registration Part 2</td>
<td>January 23, 2015</td>
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<tr>
<td>Walk-in Event</td>
<td>January 27 or 28, 2015 5:00 – 7:00 pm</td>
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<tr>
<td>LoRs and Transcripts</td>
<td>March 6, 2015</td>
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<tr>
<td>Checklist (through the Delivery Authorization section)</td>
<td>August 31, 2015</td>
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<tr>
<td>PDF of medical school primary application</td>
<td>No deadline.</td>
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# Alumni HCEC Deadlines

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<tr>
<th>HCEC Step</th>
<th>Recommended Completion</th>
<th>Deadline</th>
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<tbody>
<tr>
<td>Online Registration, including Online File Checklist (through the Delivery Authorization section)</td>
<td>4-6 weeks before submission of the medical school application (i.e. AMCAS), and at least 12 weeks before your earliest medical school deadline</td>
<td>August 31, 2015</td>
</tr>
<tr>
<td>PDF of medical school primary application</td>
<td>4-6 weeks before submission of the medical school application (i.e. AMCAS), and at least 12 weeks before your earliest medical school deadline</td>
<td>October 1, 2015</td>
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Medical School Deadlines

- Be aware of your medical school deadlines.
  See: www.aamc.org/students/applying/amcas/deadlines/

- HCEC Letter release usually takes many weeks, and may take up to 12 weeks after your checklist is complete.
Putting your file “On Hold”

- Email the HCEC stating your decision.

- Your registration and supporting documents will be retained for 5 years (per retention agreement signed in the RAF).
“Resuming”

You may “Resume” before or after graduating, provided your letter was not released (i.e. to Interfolio).

- Complete a new registration (BIF, PS).
- Your LoRs and transcripts remain on file.
- You may replace each old LoR with an updated letter by the same author.
- If you had three LoRs on file, you may add one by an additional writer, for a total of four.
- Fee: $0 if paid previously, otherwise $190.
Sometimes HCEC Registrants do not gain admission on their first application attempt and wish to reapply in a subsequent cycle using HCEC services. In these situations, the HCEC registrant chooses to:

**Update or Reactivate**
Update

An Update HCEC Letter contains both the original HCEC Letter and a supplemental new HCEC Letter. The updated element is an additional LoE that evaluates how you spent your time since the last HCEC Letter was prepared. Only one Update is allowed after graduation.

The fee for Updating registrants is $75.
Reactivate

A Reactivating registrant’s original HCEC Letter is released again for use in a new application cycle. No changes are permitted to the HCEC Letter.

Reactivating registrants need only register online through the HCEC Online File, mail the Registration Agreement Form and fee, and renew their Interfolio account. There is not a limit on the number of times a registrant may Reactivate a letter.

The fee for Reactivating registrants is $50.